

APPENDIX E

Indicator 8: Parent Involvement Survey Instructions

The State Performance Plan—Indicator 8: Parent Involvement—requires ADE/ESS to annually submit survey data on the percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.

Administering the Parent Involvement Survey:

1. Getting Started

- ESS program specialists will confirm with the Parent Involvement Survey Coordinator the name and contact information of the special education director for each public education agency (PEA) that is required to administer the Survey. **It should be administered between September 1st and November 30th, 2014.**
- The Parent Involvement Survey Coordinator will provide each special education director with comprehensive instructions, the survey both in English and Spanish, a parent instruction letter, and confidential parent user codes and passwords.

2. Administering the Survey

- The PEA special education director, or designated staff, will train teachers about survey procedures and monitor the survey process in order to achieve a satisfactory response rate that is representative of the PEA's demographic characteristics.
 - a. A 75–100% response rate is desirable.
 - b. The higher the response rate, the greater the likelihood the data will be representative of the PEA's population as a whole.
- Every family of a student who receives special education and related services must be given survey instructions and a confidential user code and password.
 - a. Parents must be given a user code and password for each of their children who receive special education services.
 - b. Only parents complete the survey, not students who have reached the age of majority. However, if the student aged 18 or older has transferred special education rights back to the parent, his or her parent will complete the survey.
- The Parent Survey Coordinator will e-mail weekly response rate updates to the PEA and will be available to discuss the survey process and strategies to promote maximum participation.

3. Collecting and Analyzing the Data

- As required by IDEA '04, the Indicator 8 percent of parent involvement from participating PEAs with 10 or more special education students will be posted for public viewing on the ESS website. For more information, visit www.azed.gov/special-education/resources/2012-2013-pr.
- In early 2015, special education directors of participating PEAs with 10 or more special education students will receive question-by-question survey analysis. The value of the data is significant. Survey results will assist PEAs in identifying their strengths and needs in order to facilitate parent involvement as a way to improve services and outcomes for children with disabilities.

Requesting Technical Assistance:

Contact the Parent Survey Coordinator at (928) 637-1871 or ParentSurvey@azed.gov.